

# **INCIDENT REPORT INSTRUCTIONS**

**Released by: South Carolina Law Enforcement Division**

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Note: Most information in “check boxes” should be supported by narrative text.

## **INCIDENT REPORT GUIDE**

- |   |                         |  |
|---|-------------------------|--|
| 1 | <b>Agency I.D., ORI</b> | Preprinted, <b>Required</b>  |
| 2 | <b>Case Number, OCA</b> | <b>*Required</b> Must be the same OCA on the Incident Reports as on the Supplemental and Booking Reports. Must be written exactly the same (same number of dashes, zeros, etc.) each time. Can only be used for <u>one</u> incident/event.   |
| 3 | <b>NCIC Inquiry</b>     | Initial here if an NCIC <u>inquiry</u> has been made on person, vehicle, or other item.  |
| 4 | <b>NCIC Entered</b>     | Initial here if an NCIC <u>entry</u> has been made on person, vehicle, or other item.  |
| 5 | <b>Incident Type</b>    | <p><b>*Required</b> Write here in descriptive terminology the types of incidents or events. Be sure to note on all Aggravated Assaults and Homicides the circumstances surrounding the crime insofar as you can determine them. Describe these circumstances in general descriptive terminology (Examples: Murder - Lovers' Quarrel; Murder - Drug Dealing – Juvenile Gangs; ABHAN - Argument Over Debt; ABWIK - Domestic Argument;</p> <p>– Aggravated Assault - Juvenile Gangs - Argument Over Drug Territory; ABHAN</p> <p>– Argument over pool game. <u>See attached table and appendix.</u>)</p> <p>Also note the type of criminal activity involved in an offense. For instance, rather than just writing “Drug Offense” or “Cocaine”, you should use descriptive terminology such as “Possession With Intent to Distribute Cocaine”; , “Simple Poss. Marijuana”; “Growing Marijuana”; Carrying Concealed Weapon”; “Unlawful Sale of Handgun”; “Operating a Gambling House”; “Sale of Pornography”; “Receiving Stolen Goods”; etc.</p> <p>In Larceny cases, you should also state the type of Larceny. Instead of writing “Larceny”, or “Petty Larceny”, or “Grand Larceny”, you should write “Shoplifting”, “Purse Snatching”, “Larceny of Vehicle Parts”, “Motor Vehicle Theft”, “Auto Theft”, etc.</p> <p>(Note. <u>If</u> there are multiple “incident types” in this event <u>and</u> multiple victims, the name of each victim should be listed beside the Incident Type which applies to the victim):</p> <p>Murder – J. Smith</p> <p>Rape – K. Smith</p> |
| 6 | <b>Completed</b>        | <p><b>*Required</b> Either YES or NO box must be checked on <u>all</u> Incident Types to note whether the offense was completed or only attempted. (Note: Attempted Homicide should be shown as completed Aggravated Assault).</p>   |

- 7      **Forced Entry**      **\*Required**      Either YES or NO box must be checked to indicate whether there was Forced Entry into a **structure or a vehicle**. The use of an unauthorized key or plastic device to gain entry to a structure is considered Forced Entry.
- the (Note: If there is an **attempt** to forcibly enter a structure or vehicle, but the entry is not completed, the “Completed” box should be marked “No”, and “Forced Entry” box should be marked “Yes”.)
- 8      **Premise Type**      **\*Required**      Use terminology that best describes the premise or surroundings of the event location. (Example: Single Residence, Apartment, Rural Road, Nightclub, Wooded Area, Church, Mall Parking Lot, etc.) Use the most precise description of the premise. Instead of “Parking Lot”, write “Mall Parking Lot”, “Church Parking Lot”, or “School Parking Lot”, instead of “Commercial”, write “Supermarket”, or “Bank”, or “Convenience Store”, etc. **Remember that “Auto” is not a Premise.** Where the auto is parked is the Premise.
- 9      **Units Entered Entry**      **\*Required**      To be used whenever the Incident Type is an Unlawful or Forcible Entry of a Hotel, Motel, Boarding House, or Multiple Storage Unit (Mini-warehouses). **Not** used for apartments or condominiums, since they are permanent individual dwellings.
- 10      **Victim Type**      **\*Required**      Check one (1) Victim Type. Multiples should be avoided unless more than one is truly needed to describe the victims. Whenever a full-time business is the target of a crime, the Victim Type should include “Business”, even though it is owned and operated by a single individual or family. **“Individual”** victims must also be reported whenever a business, financial institution, etc. is the primary victim of a Robbery.
- 11      **Incident Location**      The address of, or directions to, the location where the incident/event occurred.
- 12      **Zip Code**      Zip Code of the Incident Location.
- 13      **Weapon Type**      **\*Required**      For any incident/event where **a weapon or force is used or its use is threatened**, or where a weapon is **displayed in a threatening manner**. This box should indicate **any** object used as a weapon. **Hands, feet, etc. are to be listed as weapons (not as “unarmed” or “none”).**
- DO NOT** enter a weapon found at a scene or in the possession of a subject **UNLESS** the weapon was used to assault or kill, or its use was threatened.
- Weapons are described in general terminology here – “Handgun”, “Shotgun”. Details, such as S&W Model 19, go in the Narrative.

**Full-Auto, Semi-Auto:** If a firearm operates as “semi-automatic” or “full-automatic”, this must be shown by adding the terms “semi” (or “S”), or “full auto” (or “A”); e.g. “Pistol-semi”, “Shotgun-semi”, “Rifle-full auto”, “Rifle-S”, etc..

The Weapon Type must also be shown for any federal, state, or local Weapon Law Violations.

**14 Incident Date**

agency  
month,

**\*Required** The date on which the incident/event/crime occurred (insofar as it can be determined). This is not the date the officer or was notified, dispatched, or arrived at the scene. Must be written as day, year.

**15 Incident Time**

**\*Required** The time, written in the 24 hour clock, at which the incident/event/crime occurred (insofar as it can be determined). **This is not the dispatch or arrival time.**

**16, 17 “To” Date & Time**

the

**\*Required** If it is not possible to determine the date and time that an incident/event/crime occurred, but it can be said to have occurred between a beginning date and time and an ending date and time, then write ending date and time here. (Example: 11-10-02, 0800, “To” **11-14-02, 1800.**)

**18,19 Dispatch Date  
20,21 Time**

These are the proper boxes to record the date and time of dispatched, the time an officer arrived on the scene, and the time an officer left the scene.

**22 Location Number**

time.

“A100”.

While not required, it is strongly suggested that the Location Number be (Tract, Patrol Area, etc.) entered here. This box is for a locally assigned number designating a patrol area, census tract, block number, etc. It may be up to five (5) characters long. It must be written the same way each

For example, the number “A-100” must not be written as “A/100” or

**23-36 Complainant**

segment

**\*\*IMPORTANT\*\* If the complainant is the same person as the Victim, this segment should be left blank except for the words “Same as Victim”, or “See Victim”.**

The Complainant segment and the Victim segment are **NOT** interchangeable. Information must NOT be split between the two segments. The Victim

is **required**.

The Complainant segment **must not be used for Victim information.**

However,

segment

boxes 23-36 are filled out in the same manner as described for the Victim (boxes 37-45 and 51-55).

**Victim No. 1 Segment**

**Note: If there are multiple Victims, each one must be given a separate sequential number from 01-99.**

**37 Victim's Name**

The name of the person, business, organization, etc. that is the actual Victim. For example, if a private home is Burglarized, the Victim will be an individual, such as John Doe. If a department store is burglarized, the Victim will be the business, such as K-Mart.  
If a business is Robbed, the business itself will be listed as a Victim; additionally, all persons who were Victims of the Robbery will also be listed as individual Victims.

**38 Relationship to Subjects  
officer)**

**\*Required** Whenever the Victim is an individual, (or police officer) the Relationship box **must** be filled in. Relationships must be as specific as possible.  
If the Victim is the Spouse of the subject, you must use "Spouse", not just "family".  
Likewise, if a Victim is a "Girlfriend" or "Employee" of the Subject, those terms must be used rather than just "Acquaintance".  
**NOTE: "Acquaintance" must not be used as a "catch-all" for "Friends", "Neighbors", "Boyfriends", etc. Be specific!**

terms

"Neighbors",

**"None"** is **not** a valid relationship.

Victim

The Relationship must always be given in the direction of Victim to Subject. For example, if a father assaults his daughter, the Relationship of the

to the Subject will be "daughter", not the other way around.

Subject.

If there are multiple Subjects, give the Relationship of each Victim to each

relationship

officer is

to the Subject.

(**Note:** Some officers mistakenly believe that this box is asking for the relationship between the reporting officer and the Subject. This is not correct (unless the officer is a victim of an officer assault). The Relationship required is that of the Victim

**39 Resident  
status of the Victim.**

**\*Required** Circle the letter which best describes the residency

**J**  
county officers,  
time police

If the Victim is a Resident of your primary jurisdiction, circle "J". (For the primary jurisdiction means unincorporated areas, or towns with no full-forces. For state officers, the county is considered the primary jurisdiction.)

S  
jurisdiction,

If the Victim is a Resident of South Carolina, but not of your primary circle "S".

O

If the Victim lives outside of South Carolina, circle "O".

U  
should be

If you are unable to determine where the Victim lives, circle "U". (There very few of these).

**40 Race**  
officer),

**\*Required** Whenever the Victim is an individual (or police the Race box must filled in with one of the codes below:

**NOTE:** "Hispanic" is not a Race category. See "Ethnicity", below.

**W -** White (Europe, Middle East, N. Africa) (Persons sometimes called "Latino", "Mexican" or "Cuban" are often coded "W".)

**B -** Black (Africa - south of Sahara Desert; usually African American)

**I -** American Indian, Native American, Alaskan Native

**A -** Asian/ Pacific Islander (Orient, China, Japan, Vietnam, India, Pakistan, Hawaii, etc.)

**U -** Unknown (Should be used only if body is too decomposed to determine a race)

**41 Sex**  
officer),

**\*Required** Whenever the Victim is an individual or (police the Sex box must be filled in with one of the codes below:

**M -** Male

**F -** Female

**U -** Unknown (Should NEVER be used UNLESS a body is too decomposed to determine the sex.)

**42 Age**  
officer),  
  
known,

**\*Required** Whenever the Victim is an individual (or police the Age box must be filled in with a valid age. If the Victim age is both numerals for the Age must be written on the left side of the slash.

written

If only an **Age Range** is known, then both numerals of the first age must be on the left side of the slash, and both numerals of the last age must be on the right side of the slash (i.e., 25/30). Age ranges should be used only

written

when they

ranges  
written

have some value to law enforcement (e.g. 13/15, 30/40, 65/70). Very wide age such as 20/60, 15/30, or 01/99 are of little practical value, and should instead be as “00” or “Unknown”.

the  
months,

If the Victim is **less than one year old**, the Age must be written as one of codes below (If the exact age needs to be written in hours, days, weeks, or that can be done in the narrative.):

**NN** - Less than 24 hours old

**NB** - 1 to 6 days old

**BB** - 7 to 364 days old

**Unknown Age:**

00 - Unknown Age (There should be very few of these.) Unknown age must **not** be written as “01-99”.

**43 Ethnicity**  
officer),

Ethnicity

Hispanic

is of

factors are

Central or

**\*Required**

Whenever the Victim is an Individual (or police the Ethnicity box must be filled in with one of the codes below. The of the Victim must be given **in addition to** the Race. It refers only to ethnic origin. There are no firm guidelines for determining whether a Victim Hispanic ethnic origin, so an officer must rely upon whatever observable available. “Hispanic” is **not** an allowable Race code.

**H** - Hispanic Origin – A person of Mexican, Puerto Rican, Cuban, Latino, South American, etc. culture, **REGARDLESS** of Race.

**N** - Not of Hispanic Origin

**U** - Unknown

**44-45 Daytime and Evening Telephone Numbers**

Circle “H” or “B” to indicate Home or Business telephone numbers.

**46-50 Victim Description**  
or unidentified bodies.

To be used when appropriate, but especially when reporting missing persons

**46 Height**

Victim’s Height should be written as a three-numeral field, (i.e., five feet eleven inches should be written as 511; six feet two inches should be written as 602).

<b>47</b>	<b>Weight</b>	Victim's Weight should be written as a three-numeral field, in pounds (i.e., ninety-eight pounds should be written as 098).
<b>48</b>	<b>Hair</b>	Victim's hair color should be written in a clear abbreviation. NCIC abbreviation is preferred.
<b>49</b>	<b>Eyes</b>	Victim's eye color should be written in a clear abbreviation. NCIC abbreviation is preferred.
<b>50</b>	<b>Further Description</b>	<p>If it is necessary to describe a Victim in detail, this box provides space to describe facial hair, scars, tattoos, clothing, speech peculiarities and accents, or any other physical characteristics, etc. The Narrative portion can be used if further description is necessary.</p> <p>AKA's can also be put in this box.</p>
<b>51-54</b>	<b>Address</b>	Victim's full address, including Zip Code.
<b>55</b>	<b>Location Number (Tract, Patrol Area, etc.)</b>	Just as box 22 gives the Location Number for the location of the incident, this box can be used to give the location of the Victim's home address if it is within your jurisdiction.
<b>56</b>	<b>Visible Injury</b>	<p><b>*Required</b> Whenever the Victim is an individual (or police officer), and is the Victim of a violent crime or crime against a person (such as simple assault, aggravated assault, ABHAN, ABWIK, murder, sex offense, robbery, kidnapping, or the threatened use of a dangerous weapon, etc.), the Visible Injury box must be filled in.</p> <p>An officer must check either "Yes" or "No" to indicate whether there are injuries which are apparent to him or her. If "Yes" is checked, the officer must briefly describe the apparent injuries (e.g. broken left forearm, three front teeth knocked out, deep cut on right calf, gunshot wound to head, multiple stab wounds to the abdomen, etc.).</p> <p>An officer is expected to describe only those injuries which are apparent to him or her, or injuries described by medical personnel, or serious internal injuries described clearly by the Victim or medical personnel (always make notation of the names of medical personnel).</p> <p>An officer is not expected to make guesses or statements which he or she can not support.</p> <p>Check "Yes" or "No" to indicate whether a Victim is complaining of non-visible injuries. (Agency option.)</p>
<b>57</b>	<b>Alcohol, Drug Use</b>	<p><b>*Required</b> Check "Yes", "No", or "Unknown" to indicate whether the Victim was using Alcohol or Drugs at the time of the incident (or shortly before).</p> <p>The officer is <u>not</u> being asked to guess or make statements which he or she can not support. Therefore, when there is no clear indication that a Victim was using Alcohol or Drugs at the time of the incident, the officer</p>



can check “No” or “Unknown”, according to departmental policy. (“No” can be interpreted to mean “no indication”).)

**Type (Drug)**

If the Victim was using drugs, the officer can write the Drug Type here if known. (Type is an optional field.)

**58 Police Officer Assignment**

**\*Required** If this incident report describes an assault on a police officer, this segment must be filled in. This information is required for any report of an officer assaulted (even if there is no injury), or when an officer is threatened with a dangerous weapon.

(**NOTE:** Even though an incident report may be primarily concerned with reporting a crime such as robbery, disorderly conduct, or domestic assault, any police officer who is assaulted during the event must be reported as one of the Victims. (This information is important to your agency and the S.C. Criminal Justice Academy in their efforts to develop training designed for officer safety.)

**Two-Officer Vehicle officers.**

The Victim officer was **in uniform** and on duty in a vehicle carrying two or more

**One-Officer Vehicle the**

The Victim officer was **in uniform** and on duty in a vehicle in which he or she was **only** officer.

**Detective/Special Assignment**

The Victim officer was on detective, undercover, or other special assignment.

**Other Assignment**

The Victim officer was on duty in some capacity not shown above, such as foot patrol, mounted patrol, water patrol, or was otherwise acting in an official capacity as a police officer, such as security guard, etc., or off-duty emergency.

(**NOTE:** If an officer is assaulted or threatened, one of the four choices above must be checked.)

	<b><u>Alone Officer</u></b>	The Victim officer <b><u>was not assisted by any other Law Enforcement</u></b> at the time of the incident.
	<b>Assisted</b>	The Victim officer <b><u>was assisted by another Law Enforcement Officer</u></b> at the time of the assault.
<b>59</b>	<b>J,S,O,U</b>	This box briefly defines the residency codes as shown in box 39 (Resident), above.  County officers should circle “J” <u>only</u> when the Victim lives in an area of the county that is not serviced by a town or city police department.
<b>60</b>	<b>Subject Status</b>	Check one or more boxes to describe the current status of the Subject.
<b>61-76</b>	<b>Subject (Suspect, Offender) Data</b>	This information is filled out exactly like the boxes in the Victim Segment (37, 40-55)  <b>*Required</b> Boxes 62-65, Race, Sex, Age, and Ethnicity are required information. If one or more of these fields is impossible to obtain, fill in the unknown Race, Sex, and Ethnicity with “U”, and unknown Age with “00”. (There should be few of these, especially in violent crimes.)
<b>77</b>	<b>Alcohol, Drug Use</b>  (or  which  a  can  interpreted	<b>*Required</b> Check “Yes”, “No”, or “Unknown” to indicate whether the subject was using Alcohol or Drugs at the time of the incident shortly before). The officer is <u>not</u> being asked to guess or make statements he or she can not support. Therefore, when there is no clear indication that Subject was using Alcohol or Drugs at the time of the incident, the officer check “No” or “Unknown”, according to departmental policy. (“No” can be to mean “no indication”).  If an officer knows what kind of Drug a Subject was using, he or she can write in the Drug Type. (Type is not a required field.)
<b>78</b>	<b>Arrested Near Offense Scene</b>	The interpretation of the work “Near” is a matter of judgement. “Yes” or “No” may be checked.
<b>79</b>	<b>Date/Time of Offense</b>	To be used if this Incident Report is describing something other than the original incident, such as a warrant service or a recovery made some time after the original Incident was submitted. This field refers to the date and time of the original incident or crime.
<b>80</b>	<b>Date/Time of Arrest</b>	To be used if this Incident reports that the Subject was arrested at a date or time after the actual crime. (Agency option.)

## 81 Narrative

**\*Required** The narrative should describe the details of what an officer has learned about the incident/event/offense. The “Who”, “What”, “When”, and “Where” have already been described above. The narrative should tell, insofar as the officer can determine, the “How” and “Why” of the incident.  
(Detailed information that can not be put in the other segments of the Incident Report can be put in the Narrative. E.g. descriptive details of victims or subjects, serial numbers, vehicle descriptions, etc.)

**Gang Information:** While there is no specific “check box” for Gang Activity, SCIBRS requires that crimes related to gang activity be clearly identified and reported. Information known to officers that identify an incident as gang-related should be included in the narrative.

### **Definition of a Gang:**

An ongoing organization, association, or group of three or more persons who have common interests and activities characterized by involvement in a pattern of criminal or delinquent conduct. (An organized group that commits crimes on a regular basis.)

If applicable, **must** be included with:

Homicide  
Kidnapping/Abduction  
Robbery  
Sex Offenses  
Assaults, Threats/Intimidations

The codes are meant to identify any violent crimes that are the result of violent gang activity. **Required** by SCIBRS for all violent crimes. Should be included in reports of any criminal activity, violent or not.

Adult gang activity  
Youth (street) gang activity

82	<b>Jurisdiction of Theft</b>	If this incident report describes the theft of property, write in the name of the law enforcement agency which reported the item stolen, whether it is your agency or another.
83	<b>Jurisdiction of Recovery</b>	If this incident report describes the recovery of stolen property, write in the name of the agency which recovered the property, whether your agency or another.
84	<b>Property Type</b>	<p><b>*Required</b> These six boxes are used to describe property which has been stolen, damaged, burned, recovered, or seized. <b>Property <u>must</u> be <u>grouped</u> by Type</b> (see handout for property types). <b><u>Do not</u></b> list individual items</p> <p>in this section (They can be listed in the Narrative or on a Supplemental).</p> <p>Examples:</p> <p>If two watches, one ring, and three necklaces are stolen, all the items <u>must be grouped under one box</u> labeled “Jewelry”.</p> <p>If two six-packs of beer, five apples, and three cans of shaving cream are stolen, the items <u>must be grouped under one box</u> labeled “Consumable”.</p>
85	<b>Stolen Values</b>	<p><b>*Required</b> Once items have been properly grouped, the estimated loss must be written in whole dollars (no decimals). Estimates should be made at current fair market values (or at wholesale prices for retail businesses).</p> <p>(This category also includes bribery, embezzlement, fraud, extortion, ransoms, robbery.)</p> <p><b>NOTE:</b> To save space, the category of “Counterfeited/Forged” is included with “Stolen”. Please strike through “Stolen” and write in “Counterfeit” or “Forged”, if applicable.</p>
86	<b>Damaged Values</b>	<p><b>*Required</b> The estimated dollar amount of property damaged in Vandalisms should be entered. The amount of damage done to property or items in the commission of other crimes should also be estimated here. Reasonable estimates should be used. Property must first be properly grouped.</p>
87	<b>Burned Values</b>	<p><b>*Required</b> Estimates of property damaged by arson or other unlawful burning or explosions should be written here. Property must first be properly grouped. Reasonable estimates should be used.</p>
88	<b>Recovered Values</b>	<p><b>*Required</b> Once items have been properly grouped, the estimated values of each group of recovered property should be written in whole dollars. The estimated recovery value of any item or group of items should be made at the <b>fair market value of the property at the time of recovery</b>.</p> <p>Example:</p> <p>A motor vehicle valued at \$20,000 is stolen. When it is recovered two days later, it has been stripped of the engine and other parts. Recovery value, \$1500.</p>

<b>89</b>	<b>Seized Values:</b>	<p><b>*Required</b> The estimated value of property seized by your agency in incidents such as drug raids, gambling raids, etc. All seized property must be properly grouped, just like stolen and recovered property.</p> <p><b>**SPECIAL NOTE ON DRUG SEIZURES</b> Whenever illegal drugs are seized by your agency, whether in small or large quantities, the following procedures <u>must</u> be used:</p> <p>Drugs <u>must</u> be <b>grouped</b> according to Drug Types (see handout) and listed in the Property Type boxes (#84, above). Your decision on the Drug Type should be based on your agency's normal procedure for determining drug types for arrests and charges.</p> <p>Under each Drug Type grouping, an estimate of the <b>QUANTITY</b> of each drug should be written in the "Seized" box. The estimated quantities may be written in pounds, ounces, grams, kilograms, dosage units, number of plants, etc. Use your agency's standard procedure for estimating drug quantities. If a lab report is required before estimating, be certain to update the Incident Report or submit the estimate on a Supplemental.</p> <p><b><u>(Do not put the dollar value of drugs seized in this section.)</u></b></p>
<b>90</b>	<b>Total Values</b>	<p><b>*Required</b> Total each line, 85-89. If the property group runs over to a Supplemental Report, save the total for that page. (Drug quantities do not need to be totaled.)</p>
<b>91</b>	<b>Subject Identified</b>	<p><b>*Required</b> Has a Subject/Offender in this case been identified to the degree that charges could be brought against him or her?</p>
<b>92</b>	<b>Subject Located</b>	<p><b>*Required</b> Has a Subject/Offender in the case been located, so that it would be possible to apprehend him or her <u>right away</u> if charges were filed? (By your department, or by another police department.)</p>
<b>93-95</b>	<b>Case Status</b>	<p><b>*Required</b> Check the boxes which describe the current Case Status.</p>
	<b>Active</b>	Still under Active investigation.
	<b>Administratively Closed</b>	The case is <b><u>not</u></b> cleared, but is no longer under active investigation. (Agency Option.)
	<b>Unfounded</b>	Check this box only if this case was discovered to have been a false or mistaken report, or if it is discovered to have happened in another reporting jurisdiction. Very few of these.
	<b>Arrested Under 18</b>	If <b><u>One or More</u></b> of the persons arrested is <b><u>under 18 years of age</u></b> , check here.
	<b>Arrested 18 &amp; Over</b>	If <b><u>ALL persons</u></b> arrested in connection with this case are <b><u>18 years of age or older</u></b> , check here.
	<b>Exceptionally Cleared Under 18</b>	If no arrest is going to be made, but at least one offender has been identified <u>and</u> located (see boxes #91 and #92, above), <u>and</u> there is sufficient probable cause

<p><u>is</u></p>	<p>for an arrest, <u>and</u> there is a reason beyond law enforcement control that an arrest will not be made (see #96, below), then check here <b><u>if One or More offender under 18 years of age.</u></b></p>
<p><b>Exceptionally Cleared</b></p>	<p>The same as above, except that <b><u>ALL offenders are 18 &amp; Over.</u></b></p>
<p><b>96 Reason for Exceptional Clearance</b></p>	<p><b>*Required</b> If the case is exceptionally cleared. <b><u>Only one box may be checked.</u></b></p>
<p><b>Offender Death</b></p>	<p>The offender in this case is dead.</p>
<p><b>No Prosecution (By the Prosecutor)</b></p>	<p>An <u>offender has been identified and located</u>, <u>and</u> there is sufficient probable cause to support charges, but the <b><u>court or solicitor</u></b> has decided not to prosecute.</p>
<p><b>Extradition Denied</b></p>	<p>Extradition of an offender is denied. (Includes persons in prison in S.C.)</p>
<p><b>Victim Declines Cooperation</b></p>	<p>An offender has been identified, located, <u>and</u> there is probable cause to support an arrest, but the victim declines to cooperate in the prosecution.</p>
<p><b>Juvenile/No Custody</b></p>	<p>A juvenile is identified as the offender, but he or she is not taken into custody. The case is handled by parents/guardians and law enforcement. There is no custody, apprehension, or referral to family court, etc. (Note: if a juvenile <u>is</u> taken into custody, summoned, petitioned to family court etc., then a Juvenile Arrest Report must be sent to SLED, <u>even</u> if the juvenile is not formally charged or jailed.)</p>
<p><b>**SPECIAL NOTE**</b></p>	<p>An incident <u>can not</u> be exceptionally cleared <u>unless</u> the subject's <b>Race, Sex, Age, and Ethnicity</b> are placed in <b>boxes 63-65</b>. Any Supplemental Reports meant to Exceptionally Clear prior cases <u>must</u> include the Age, Sex, Race, and Ethnicity of Subjects, (unless they were given on the original Incident Report.)</p>
<p><b>97-103 Administrative Information</b></p>	<p>Self explanatory.</p>

## **SCIBRS Tables**

The tables listed below show the reporting information required for SCIBRS reporting/coding requirements. In most cases, the codes are not shown, since officers normally use text in completing incident reports. The use of codes as part of an officer's written incident report is discouraged, since SCIBRS codes compress and abbreviate information for statistical reporting, and can lead to confusion or loss of information when introduced in court or other criminal justice information sharing situations.

## **Property Types**

<b><u>Aircraft</u></b>	(airplanes, dirigibles, gliders, etc.)
<b><u>Alcohol</u></b>	(alcoholic beverages, e.g., beer, wine, liquor, etc.)
<b><u>Automobiles</u></b>	(sedans, coupes, station wagons, convertibles, taxicabs, and other similar motor vehicles which serve the primary purpose of transporting peoples)
<b><u>Bicycles</u></b>	(includes tandem bicycles, unicycles, and tricycles)
<b><u>Buses</u></b>	(motor vehicles which are specifically designed, but not necessarily used, to transport groups of people on a commercial basis)
<b><u>Clothes/Furs</u></b>	(wearing apparel for human use, including accessories such as belts, shoes, scarves, ties, etc.)
<b><u>Computer Hardware Software</u></b>	(computers, computer propellers [e.g., tape and disk drives, printers, etc.], and storage media [e.g., magnetic tapes, magnetic and optical disks, etc.])
<b><u>Consumable Goods</u></b>	(expendable items used by humans for nutrition, enjoyment, or hygiene, [e.g., food, beverages, grooming products, cigarettes, gasoline, firewood, etc.]
<b><u>Credit/Debit Cards</u></b>	(includes Automatic Teller Machine Cards)
<b><u>Drug/Narcotics</u></b>	(use for legal drugs stolen, etc.; use for illegal narcotics seized)
<b><u>Drug/Narcotic Equipment</u></b>	(paraphernalia, or other equipment used in producing, growing, using, etc.)
<b><u>Gambling Equipment</u></b>	(gambling paraphernalia)
<b><u>Farm Equipment</u></b>	(tractors, combines, etc.)
<b><u>Firearms</u></b>	(weapons that fire a shot by force of an explosion, [e.g., handguns, rifles, shotguns, etc.], but not “BB”, pellet, or gas-powered guns)
<b><u>Heavy Construction Industrial Equipment</u></b>	(cranes bulldozers, steamrollers, oil drilling rigs, etc.)
<b><u>Household Goods</u></b>	(beds, chairs, desks, sofas, tables, refrigerator, stoves, washer/dryer, air conditioning and heating equipment, etc.)
<b><u>Jewelry/Precious Metals</u></b>	(bracelets, necklaces, rings, watches, etc. and gold, silver, platinum, etc.)



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Property types cont..

<u><b>Livestock</b></u>	(living farm-type animals, e.g., cattle, chicken, hogs, horses, sheep, etc., but <u>not</u> household pets, such as dogs and cats)
<u><b>Merchandise</b></u>	(items for sale which do not fit any other category <b>** NOT A “CATCH ALL”!</b> )
<u><b>Money</b></u>	(legal tender, e.g., coins and paper currency)
<u><b>Negotiable Instruments</b></u>	(any document, other than currency, which is payable without restriction, e.g., endorsed checks, endorsed money orders, and endorsed traveler’s checks; “bearer” checks and bonds, etc.)
<u><b>Nonnegotiable Instruments</b></u>	(documents <b>requiring further action</b> to become negotiable, e.g., unendorsed checks, unendorsed money orders, etc.; food stamps, stocks and bonds, etc.)
<u><b>Office-type Equipment</b></u>	(typewriters, adding machines, calculators, cash registers, copying machines, etc.)
<u><b>Other Motor Vehicles</b></u>	(any other motor vehicles, e.g., motorcycles, motor scooters, trail bikes, mopeds, snowmobile, golf carts, etc.)
<u><b>Purses/Handbags/Wallets</b></u>	
<u><b>Radios/TVs/VCRs</b></u>	(include radios, televisions, videotape recorders, high fidelity and stereo equipment, compact disk players, etc.)
<u><b>Recordings-Audio Visual</b></u>	(phonograph records, compact disks, tape recordings, cassettes, etc.)
<u><b>Recreational Vehicles</b></u>	(motor vehicles which are specifically designed, but not necessarily used, to transport people and also provide them temporary lodging for recreational purposes)
<u><b>Structures-Single Occupancy Dwelling</b></u>	(houses, townhouses, duplexes, mobile homes, or other private dwellings which are occupied by a single person, family, housemates, or other group)
<u><b>Other Dwellings</b></u>	(any other residential dwellings, e.g., apartments, tenements, flats, boarding houses, dormitories, as well as temporary living quarters, such as hotels, motels, inns, etc.)
<u><b>Structures-Other Commercial/Business</b></u>	(stores, office building, restaurants, etc.)
<u><b>Structures-Industrial Manufacturing</b></u>	(factories, plants, mills, etc.)

**Page three**  
**Property types cont..**

<b><u>Structures-Public Community</u></b>	(colleges, hospitals, jails, libraries, meeting halls, passenger terminals, religious buildings, schools, sports arenas, etc.)
<b><u>Structures-Storage</u></b>	(barns, garages, storehouses, warehouses, etc.)
<b><u>Structures-Other</u></b>	(any other structures not fitting the other “structures” descriptions, e.g., out-buildings, monuments, buildings under construction, etc.)
<b><u>Tools</u></b>	(hand tools and power tools)
<b><u>Truck</u></b>	(motor vehicles which are specifically designed, but not necessarily used, to transport cargo)
<b><u>Vehicles Parts Accessories</u></b>	(motor vehicle batteries, engines, transmissions heaters, hubcaps, tires, manufacturers’ emblems, license plates, side mirrors, radios, antennas, tape decks, etc.)
<b><u>Boats/Watercraft</u></b>	(motorboats, sailboats, houseboats, etc.)
<b><u>Other</u></b>	(all other property not fitting the above specific descriptions; this category MUST NOT be used as a “CATCH ALL” when more specific categories are available)
<b><u>Pending Inventory</u></b>	(property description unknown until an inventory is conducted; this category MUST be updated as soon as the victim’s inventory is completed.)

## Location Type

Apartments, Condominiums

Air/Bus/Train Terminal

Bank/Savings and Loan (includes other financial institutions)

Bar/Night Club

Church/Synagogue/Temple (includes other religious buildings)

Colleges/Universities (include college dorms)

Commercial/Office Building

Construction Site

Convenience Store

Department/Discount Store

Drug Store/Doctor's Office/Hospital (includes medical supply building)

Field/Woods

Government/Public Building

Grocery/Supermarket

Highway/Road/Alley (includes street)

Hotel/Motel/Etc. (includes other temporary lodgings)

Jail/Prison (includes penitentiary)

Lake/Waterway

Liquor Store

Parking Lot/Garage **\*\* This premise type REQUIRES a second premise code to state what kind of Parking Lot.**

Rental Storage Facility (includes "mini-storage" and "self-storage" buildings)

Residence/Home (includes nursing home)

Restaurant (includes cafeteria)

School **\*\*(Grades K – 12 ONLY) (Code 26 = College/Universities)**

Service/Gas Station

Malls/Shopping Malls

Specialty Store (includes fur store, jewelry store, dress shop, etc.)

Other/Unknown

Highway Rest Areas (NOT picnic areas)

**NOTE: A motorized vehicle of any sort IS NOT a valid location/premise. The location of the vehicle (Residence, Church Parking Lot, etc.) is to be entered as the premise.**

### **Type of Injury**

These categories indicate the general information SCIBRS needs to determine from the officer's description of the injuries. Officers are encouraged to make full descriptions of injuries, even if this means referring the information to the narrative.

None\*\*

Apparent Minor Injury - no medical aid expected by a reasonable person\*\*

Apparent Broken Bones - medical aid expected by a reasonable person

Possible Internal Injuries - medical aid expected by a reasonable person

Severe Laceration - medical aid expected by a reasonable person

Other Major Injury - medical aid expected by a reasonable person

Unconsciousness - knocked out – NOT fainting

Loss of Teeth

**“Medical aid” in the table above means that a reasonable person would seek or expect medical aid, even if the victim refused medical aid.**

## **Relationships**

The Relationship of each Victim to each Subject/Offender must be given. Relationships must be given as the most specific one available. Do not use certain Relationships as “catch-alls”. E.g. do not use “Acquaintance” as a “catch-all” for good friends, neighbors, boyfriends, employees, etc.

### **Within the Family**

Spouse  
Common Law Spouse – Includes “ex”  
Parent  
Sibling  
Child  
Grandparent  
Grandchild  
In-Law  
Step-parent  
Step-child  
Step-sibling  
Other Family Member (specify)

### **Outside of the Family but Known to Victim**

Acquaintance - Casual - Not a Friend or Neighbor - **Not a “Catch-all”**  
Friend - Close relationship – more than casual Acquaintance  
Neighbor  
Babysitter  
Boy/Girlfriend - Includes “ex” - More than a casual date  
Child of Boy/Girlfriend  
Homosexual Relationship – Includes “ex”  
Ex-Spouse  
Employee  
Employer  
Offender was Otherwise Known to the Victim

### **Not Known by Victim**

**Stranger** - Victim was a Stranger to the Subject/Offender (Your investigation has determined that the Victim and Offender **DID NOT KNOW EACH OTHER.**)

**Unknown Relationship** – The Relationship between the Victim and the Subject/Offender is Unknown (Your investigation **CAN NOT DETERMINE** whether the Victim and Offender knew each other.)

### **Other**

Victim was also Offender (Used in mutual attacks. Often used in CDVs.) Officer was unable to determine a primary offender.  
(This is not technically a relationship. It is more a SCIBRS statistical category to be determined by the final SCIBRS coder after analyzing the entire content of the report.)

### **Type Weapon/Force Used**

If more than one weapon or type of force was used, the officer may note that the weapon/force information will be on the first line of the Narrative.

Firearm (type unknown) (**Do not use this as a “catch all”.**)

Handgun

Rifle

Shotgun

Other Firearm (machine gun, mortar, etc.)

Knife/Cutting Instrument (ax, screwdriver, knife, broken glass, etc.)

Blunt Object (club, hammer, baseball bat, etc.)

Motor Vehicle (when used as weapon)

Hands, etc. (hands, fists, feet, teeth, etc.) This must be listed as a weapon type. **Do not use “None” for hands, etc.**

Poison (not gas)

Explosives

Fire/Incendiary Device

Drugs/Narcotics/Sleeping Pills

Other (any weapon or force not fitting the above listed weapons)

Drowning

Strangulation/Hanging/Suffocation/Gas/etc.

Pushed/Thrown From High Place

Unknown (rarely used)

None (where no weapon of force was used; **do not include hands, etc. in this category**)

**NOTE: Officers – use words similar to those above when describing weapons or force. Do not use detailed descriptive terms such as “S&W Model 59”, since coders and records personnel may not know what kind of weapon a Model 59 is. Detailed weapon descriptions should be put in the Narrative.**

### **Full-Automatic or Semi-Automatic Firearms**

If a firearm is Full-Auto or Semi-Auto, that fact must be clearly noted in the **Weapon** box, using terms such as:

Full-auto

Semi-auto

Semi

### **Bias Categories**

These categories will be determined by the investigation.

If an investigation indicates that a crime was motivated “in whole or in part” by of bias against a religious, racial, ethnic, sexual orientation, or disability group, then it should be reported as a Bias Motivated incident.

All law enforcement agencies should have one or more officers designated as bias crime reviewers. These officers should be trained in the recognition of bias motivated incidents, and should review all suspected bias crimes. (SLED and the FBI jointly provide this training annually.)

#### **Racial Bias**

Anti-White

Anti-Black

Anti-American Indian/Alaskan Native

Anti-Asian/Pacific Islander

Anti-Multi-Racial Group

#### **Religious Bias**

Anti-Jewish

Anti-Catholic

Anti-Protestant

Anti-Islamic (Moslem)

Anti-Other Religion (Buddhism, Hinduism, Shintoism, etc.

Anti-Multi-Religious Group

Anti-Atheist/Agnostic

#### **Sexual Bias**

Anti-Male Homosexual (Gay)

Anti-Female Homosexual (Lesbian)

Anti-Homosexual (Gay and Lesbian)

Anti-Heterosexual

Anti-Bisexual

#### **Disability Bias**

Anti-Physical Disability

Anti-Mental Disability

#### **Ethnic/National Origin Bias**

Anti-Hispanic/Latino

Anti-Other Ethnic/National Origin (Arab, Pakistani, Afghan, German, Italian, Irish, etc.)

**Drug Type****Type Drug Measurement**

Crack Cocaine

Gram

Cocaine (powder)

Kilogram

Hashish

Milliliter

Heroin

Liter

Marijuana

Ounce

Morphine

Pound

Opium

Fluid Ounce

Other Narcotics

Gallon

LSD

Dosage Unit (NOT used for "Crack")

PCP

Number of Plants

Other Hallucinogens

Amphetamins/Methamphetamines

\* Crack Cocaine must be reported in either Metric or Standard.

Other Stimulants

\* Agency can choose to report either metric or standard measurements on a case by case basis.

Barbiturates

\* Metric and Standards measurements can not be used together in a single incident.

Other Depressants

Other Drug

Unknown Type Drug



### **Aggravated Assault/Murder Circumstances**

All Homicides and Aggravated Assaults must have Circumstance categories which indicate the general circumstances surrounding the incident.

- Circumstances should be based on the findings of a law enforcement investigation and not the decisions of solicitors, coroners, juries, or other agencies outside of law enforcement. Use these codes to describe what happened or why the crime occurred.

**Up to two (2) categories can be used for each Aggravated Assault or Murder victim:**

Argument (over money, property, general arguments, etc.)

Assault on Law Enforcement Officer

Drug Dealing (turf battles, rip offs, other matters **related to dealing drugs** – not simply having or using drugs)

Gangland (organized crime)

Youth Gang (“street” gang activity; gangs primarily juveniles or young people)

Lover’s quarrel (over sex, romance, marriage; includes homosexual lovers; often involve 3<sup>rd</sup> parties)

Mercy Killing

Other Serious Crime Involved (such as Robbery, Rape, B&E, Vehicle Theft, etc.)

Other Known Circumstances (circumstances are known, even though the motive may not be clear)

Unknown Circumstances (department can not determine anything about why it happened or surrounding circumstances)

Institutional (occurred in prison, mental hospital, etc. where inmates are not free to leave on their own)

Drive By/Sniper (sometimes associated with Drug Dealing)

**Justifiable Aggravated Assault/Justifiable Homicide Circumstances**

These categories will be determined by the investigation.

Select one category for each Victim:

Criminal Justifiable Killed or Assaulted by Private Citizen During the Commission of a Serious Crime.

Criminal Justifiably Killed or Assaulted by Police Officer in the Line of Duty.

**Additional Justifiable Aggravated  
Assault/Justifiable Homicide Circumstances**

To further describe the circumstances of a Justifiable Aggravated Assault or Justifiable Homicide, use one (1) of the following:

Criminal attacked Police Officer and that Officer Killed/Wounded Criminal

Criminal Attacked Police Officer and Criminal Killed/Wounded by Another Police Officer

Criminal Attacked a Civilian

Criminal Attempted Flight from a Crime

Criminal Killed/Wounded in Commission of a Crime

Criminal Resisted Arrest

Unable to Determine/Not Enough Information

**Police Assaults (LEOKA) – Type Activity:**

Report the type of activity the officer was engaged in at the time of the assault or murder.

Responding to Disturbance  
Burglaries in Progress/Pursuing Suspects  
Robberies in Progress/Pursuing Suspects  
Attempting Other Arrest  
Civil Disorder  
Handling or Transporting Prisoners  
Investigating Suspicious Person  
Ambush  
Offender mentally Deranged  
Traffic Stops, Pursuits  
All Other Activity

**Police Assaults (LEOKA) – Type Assignment**

Report the type of assignment the police officer was on at the time of the assault or homicide.

Two-officer vehicle  
One-officer vehicle, alone  
One-officer vehicle, assisted by another officer  
Detective or special assignment, alone  
Detective or special assignment, assisted by officer  
Other, alone  
Other, assisted by another officer